

## TRANSFER STATION OPERATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the performance of routine tasks involved with the operation and maintenance of a municipal transfer and/or recycling center. The work is carried out in accordance with established procedures and involves tasks related to directing patrons of the facility to the appropriate area for the placement of recyclables and solid wastes. The employee is responsible for collection of fees and the safe and proper handling of receipts and the generation of daily account logs. The class differs from that of Transfer Station Attendant in that the incumbent in this position may also be responsible for the operation of heavy equipment such as bulldozers or front-end loaders to consolidate bulk materials. Depending on the municipality the work is performed under the general direction of a higher level employee. Supervision is limited to providing general oversight over lower level employees to assure that scheduling is appropriate to cover acceptable level of service. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs routine tasks to assist in the daily operation of a municipal transfer station and/or recycling center;

Directs patrons in the proper disposal of acceptable materials and to the appropriate drop-off areas;

Assists in the opening and closing preparations of the facility;

Maintains the facility in orderly condition, while keeping the facility conducive to recycling and solid waste disposal;

Provides pertinent information to patrons regarding acceptable recycling and solid waste disposal methods;

Checks permits to assure that all users are authorized to use the facility;

Collects user fees for the items and materials deposited;

Inspects loads to assure compliance with solid waste and hazardous materials laws;

Directs the activities of the Transfer Station Attendants;

Prepares recyclable materials for the market by assuring that loads are not contaminated with items that would reduce the market value of the material;

Contacts the Ulster County Resource Recovery Agency and other markets for the scheduling and transfer of recyclable materials and solid waste;

Generates reports on a daily and monthly basis for weights of material processed by material type and fees collected;

May perform maintenance and minor repairs on transfer station equipment;

May operate motorized equipment such as bulldozers and front-end loaders to consolidate bulk materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principals, practices, methods and equipment employed in the disposal of solid waste and recyclable materials; skill in the operation of heavy motor equipment such as bulldozers and front-end loaders; skill in performing minor mechanical repairs to motorized equipment; ability to understand and carry out simple oral and written directions; ability to secure the cooperation of others; ability and willingness to perform simple manual tasks without direct supervision; willingness to work outside under adverse weather conditions; courtesy; tact; dependability; sobriety; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One (1) year of work experience in a municipal transfer station and/or recycling center OR in a substantially similar position.

Note: At time of appointment and throughout the duration of employment in this title, the incumbent must possess and maintain a valid New York State Driver's License appropriate to the vehicles operated.

ULSTER COUNTY  
7405 TRNS ST OP  
Classification: Non-Competitive  
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Adopted: October 20, 2005